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22 January 1955

**MEMORANDUM FOR:** Colonel Eugene L. Miller

**SUBJECT:** Proposed Schedule for Your Inspection  
of the Office of Training

1. Attached hereto is a suggested schedule for your inspection of the Office of Training on 24, 27 and 28 January 1955.

2. I have attempted to condense in the two days at our disposal as many of those activities of the Office of Training as are conducted in the Washington area, with special emphasis on three programs which we feel are somewhat unique to this Agency's training effort; namely, the Junior Officer Training Program, the activities of the Assessment and Evaluation Staff, and the Language Training School.

3. The attached schedule is, I repeat, a suggestion and we are prepared to modify it before or during your survey in response to your request.

**MATTHEW BAIRD**  
Director of Training

MB:ep (1/22/55)

Attachment

Distribution:

Orig. and 2 - Col. Miller

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NO CHANGE in Class. ☐

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